

STATE RECORDS CENTER REOPENING PROCESSING PROCEDURES,
GUIDELINES, AND INFORMATION FOR STORING RECORDS IN THE
STATE RECORDS CENTER

The following guidelines, instructions, and information are to be used by client state agencies to ensure the proper, expeditious and smooth processing of their records for storage in the reopening of the State Records Center (SRC):

- SRC business hours are 6:00 am to 3:00 pm, Monday through Friday and we are located at 3240 Industrial Boulevard, West Sacramento, California 95691. Business telephone is (916) 375-6760. Fax number is (916) 375-6769. Web site is at: www.pd.dgs.ca.gov/recsctr
- For questions regarding the “*accessions*” of state records, please contact the SRC Records Transfer List (RTL) Administrator at 375-6760 who has been appointed specifically to administer this function.
- Any problem Records Transfer Lists must be resolved with the RTL Administrator before a shipment can be approved.
- The SRC staff will conduct business primarily with appointed and trained client state agency Records Management Coordinators for the processing, storage, and servicing of their records.
- Contact CalRIM representative Ramona Gutierrez at 375-4405 for information on the availability of records management training. A course provides important basics on development of a Records Retention program, including records inventory, records retention schedules, maintenance of the program, destruction of confidential and non-confidential records, plus the use of the State Records Center and Secretary of State Archives.
- Please note that the eligibility criteria for low-cost storage with the State Records Center are “*inactive records*” only. Inactive records must be on an approved STD Form 73, Records Retention Schedule which is within the five year cycle, be stored at the SRC for more than one year and be referred to less frequently than once, per cubic foot, per month.
- The SRC does not provide records storage boxes. Please contact your Business Service Officer to obtain information regarding the procurement of records storage boxes.
- All submitted STD Form 71, Records Transfer Lists, must include the “*schedule number*” from the prescribing Records Retention Schedule (STD Form 73) covering the specific period.

- All submitted STD Form 71's must include the Department of General Services "approval number" from the prescribing STD Form 73 covering the period. Records must be covered by an approved records retention schedule not more than five (5) years old. If over the five-year period, the SRC will accept waivers that are approved by the Records Services & Analysis Unit of CalRIM. All waivers must be well justified. Point of contact is Jack Fort, Senior Records Management Consultant, (916) 375-4404.
- In addition to the approval signature of the SRC Manager to the STD Form 71, all STD Form 71's (records shipments) will also be stamped "**Approved for Delivery During the Week of (inclusive dates)**." This ensures a smooth and orderly process of pre-approved records shipments that do not overload the SRC's current processing capability.
- Approved records shipments will be accepted Monday through Friday, between the hours of 7:00 am to 2:30 pm. This should alleviate problems for the customer and trucking companies. Note: The SRC will be closed for receiving records shipments from 11:30 am until 12:30 pm.
- All approved records shipments must be palletized with a copy of the STD Form 71, Records Transfer List, prominently attached to each pallet. All Boxes must be annotated with the STD Form 71's "transfer list number" and "box number" facing out with the correct box count showing.

Note: RMC's must ensure that trucking companies are informed of the above shipping and handling requirements and that they ensure that the boxes of government records are provided security and protection from possible privacy compromise or damage due to inclement weather, etc. We understand that there will be times that trucking companies will re-palletize boxes of records to make room for additional loads for shipment. RMC's must ensure that this situation is minimized to the extent possible as it places an added workload on SRC staff.

- Only pre-approved Records Transfer Lists (records shipments) will be accepted.
- Records transfers that arrive at the SRC without prior approval (pre-approved Records Transfer List) will be rejected. If advance approval is not acquired, it will be the responsibility of the client state agency to ensure that the boxes are safely removed from the SRC and securely returned to the point of origin or other designated area.
- Please note, client state agencies that use UPS or USPS are reminded that the West Sacramento 3240 Industrial Blvd. address is to be used for "accessions" only, while the West Sacramento 1501 Cebrian address is to be used specifically for "refiles."
- Current SRC staffing levels allow processing of 1,500 cubic feet of records a week for incoming storage. When approval of staffing levels increase, the amount of records taken in for processing will increase commensurately.

- The SRC management and staff will hold weekly meetings to discuss what is working well, any problems encountered, and what adjustments are needed to make the receiving of records process work smoothly for our client state agencies.
- In addition to the SRC Records Transfer List Administrator, requests for assistance can be directed to, **Joe Barajas**, Manager, State Records & Document Destruction Center at 375-7427, **Peter Blume**, Supervisor, DDC Operations, 375-6764, or to **Pat Sheehan**, Supervisor, SRC Cebrian Operations at 375-6766. For other concerns or issues, please contact **Lois Jennings**, SRC Customer Service Advocate at 375-6765.
- We welcome comments and suggestions by our highly valued SRC customers that will improve the processing, storage and servicing of your government records.